



ANIMAL CARE CENTER JOB POSTING

Deadline for applications: Monday, November 21, 2016 @ 5:00 p.m.
Position: Animal Care Services Officer
Reports to: Enforcement Manager
Appointing authority: General Manager
Status: Salaried, Full-time, FLSA Non-Exempt, Safety-Sensitive
Work Schedule: Varied hours, weekends, holidays, nights. Additional shifts and over-time as needed, based on departmental needs.
2016 Salary/Wages: \$26,863-\$38,375

Position Summary:

- An Animal Care Services Officer enforces local and state animal control and animal welfare laws while providing public safety and humane care/ treatment to animals. In addition, an Animal Care Services Officer has contact with the public and with all types of animals in different types of environments, and is responsible capturing and/or collecting animals, writing citations and reports, and must be able to respond to complaints and requests for information.

Job Requirements:

- Must possess a high school diploma or equivalent.
- Must have and maintain at all times a valid driver's license, and must have good driving record sufficient to be insured as a driver for the city, and maintain insurability at all times.
- Must be able to substantiate ability to work in the U.S. after job offer is made.
- Must successfully pass a background investigation.
- Pass physical and drug screening tests and is subject to random testing, after-accident testing and reasonable suspicion testing.
- Successful completion and maintenance of certifications in the Indiana nuisance wild animal control permit examination, animal control officer academy certification, and euthanasia technician certification.
- Ability to effectively communicate with public in English and to report to and accept supervision by managers in English and knowledge of basic Spanish is preferred.
- Must maintain confidentiality.

Job Skills:

- Must be able to read and understand personnel policies safety policies.
- Writing/typing skills are necessary, as well as basic computer skills.
- Ability to complete all necessary forms and reports in a neat, orderly and timely manner and according to the requirements laid out by the General Manager, City of Columbus, State and/or federal agencies.
- Ability to provide oral report as necessary, to appropriate personnel.
- Operations, computer, typing, filing, writing of reports, maintaining records and basic math skills.
- Working knowledge of use of medications for animals, animal diseases and animal behavior.
- Ability to understand and interpret signs of disease and temperament displayed by animals.
- Working knowledge of local and state animal related laws.
- Ability to work effectively with diverse populations.
- Ability to multi-task various duties at one time.

Working Conditions and Physical Effort Required:

- Works indoors and outdoors in all types of weather, odors and noise levels.
- Possible contact with concentrated chemicals, other cleaning products, medications and animal diseases and/or dangerous, diseased and possible rabid animals.
- Must maintain physical ability to perform essential position responsibilities.
- Must de-escalate if possible and effectively manage in a professional manner confrontational situations with the public and other difficult situations in the field.
- Physical ability to handle and restrain large, aggressive and/or wild and/or dangerous animals without injury to self, co-workers and the public.
- Physical ability to bend, stoop, crawl and lift and carry over 100 pounds.
- Minor cuts, scratches, bites and abrasions are a likely and probable hazard.
- Ability to chase down and restrain stray animals.
- Ability to work in high places including ability to climb and maintain balance using climbing equipment, including ladders, ascending or descending stairs.
- Ability to pull, push, jump, crawl, and work in small confined spaces,
- Ability to move from a stage of rest to heavy exertion in a moment's notice.
- Ability to drive a vehicle, sit and/or stand for extended periods of time during the day and at night.
- Ability to lift and carry for short distances weights up to 100 pounds.
- Ability to lift and restrain animals.

Essential Position Responsibilities:

- Maintain the highest ethical and moral standards and perform within the parameters of the law as set forth by the City of Columbus as your employer.

- Enforcement of local and state animal control and welfare laws.
- Captures and impounds animals in violation of local and state laws.
- Issues warnings and citations to offenders of local and state animal related laws.
- Prepares and completes reports and records completely and on time.
- Patrols the City of Columbus for violation of animal related laws.
- Responds to citizen-initiated calls for service and public complaints.
- Educates the public in responsible pet ownership and laws related to animals.
- Assists local law enforcement agencies and county health department.
- Assists the Indiana Department of Natural Resources-conservation Officers.
- Assists licensed Wildlife Rehabilitators regarding wildlife issues.
- Gives first aid to injured animals prior to veterinarian care.
- Must be able to effectively and courteously respond to complaints and requests for information from co-workers and citizens.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet and Columbus Police Department General Orders, Policies, Rules and Regulations and directives, as they apply to the Animal Care Center.
- Must have a good working knowledge of the proper handling, care and feeding of the varied species of animals handled by the Center.
- Ability to use sound judgment when not directly supervised.
- Ability to communicate and deal tactfully with the public in all types of situations.
- Ability to interpret and follow laws, rules and policies.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with others within the department, other city employees, other agencies and the general public.
- Good working knowledge of basic office skills, including; reading, writing, computer skills, records maintenance and phone skills.
- Assists in the daily operation of the City Animal Care Service Center.
- Maintain the cleanliness and proper operation of all equipment and perform regular maintenance and repair as directed.
- Assists in disease prevention in the shelter and the community.
- Assists and performs humane euthanasia and disposal of unwanted, sick or injured animals.
- Picks up and disposes of dead animals in the community.
- Animal Care Services Officers may be required to work weekdays, weekends, overtime and during holiday hours.
- Appears and testifies in Court related matters.
- Perform all other tasks and duties consistent with these job functions as directed or assigned by superiors.
- May be required to attend training sessions to obtain and maintain compliance with department standards (i.e. computer related training, etc.).
- Safe-driving practices and procedures must be followed at all times
- Monitor radio and other communication devices to receive assigned runs.
- Attend, participate and assist in presentations to civic, school, neighborhood, industrial or business organizations.

- Attend and participate in various educational, technical, and other training exercises as determined appropriate by the General Manager and/or their designee.
- Perform any other related assignment.

Confidentiality:

As an employee of the City of Columbus, through the Animal Care Center, it is likely that in the performance of job duties, information that is confidential in nature will be observed. This information would include any information that the general public would not have access to. It shall be considered confidential if the release of this information could in any way compromise the successful outcome of a police call for service or investigation, or if the person relaying the information advised the information was confidential. Violation of confidentiality violates Rules and Regulations of the City of Columbus as well as potential State and Federal Violations.

General sign-off: The employee is expected to adhere to all departmental and City policies. I have read and understand this explanation and job description.

Signature: _____ Date: _____